

## MINUTES

### Rate Setting Work Group Meeting #4 November 4, 2010 9:00-12:00 Barry Hall Room 126

#### Attendees:

<u>Agencies/Organizations:</u>			<u>Present</u>
Michael	Andrade	ProAbility	
Frank	DiMaio	Fogerty Center	X
Frank	DiRaimo	Perspectives	X
Cathie	Gilligan	Arc of Blackstone Valley	X
Bob	Houghton	Corliss	X
Tom	Kane	Cranston Arc	X
Regine	Krakowsky	Spurwink RI	X
Joni	Martell	Trudeau	X
Donna	Martin	CPNRI	X
Bob	Mastrofino	Olean Center	
Sheila	McDonnell	Bridges	X
Kim	McElholm	Seven Hills	
Kevin	McHale	Cranston Arc	X
Carrie	Miranda	Looking Upwards	X
Helen	Morcos	Cove Center	X
Ted	Polak	Fogerty Center	
Karl	Provost	UCPRI	X
Melissa	Reilly	ProAbility	X
Anne	Rule	Trudeau	X
Vicky	Sailer	Groden Center	
Debra	Sweetman	West Bay	
Cathy	Valade	Avatar	X
Linda	Ward	Opportunities Unlimited	X
Maureen	Williams	Adeline LaPlante	X
Larry	Wiedenhofer	LIFE	X

#### State Staff:

David	McMahon	BHDDH	X
Amy	Vincenzi	BHDDH	X
Maureen	Wu	BHDDH	X

#### Consultants:

Mark	Podrazik	Burns & Associates	X
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## **Topics Covered:**

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|---|-----------------------------|
| 1. Summary of Defining Services Meeting #4 Discussion   | Maureen Wu                  |
| 2. Summary of Assessments Meeting #4 Discussion         | Mark Podrazik, Donna Martin |
| 3. Walk through of the Draft Provider Survey instrument | All                         |

## **Summary:**

1. Defining Services update
  - a. Maureen Wu went over the recent services work group outcomes regarding the residential services and modifiers. As the services group develops service definitions, we are hoping that the Rates group can meet following each development. The Services group is meeting Nov. 9 10-12, Nov. 17 1-4 and Nov. 19 1-4.
2. Assessments update
  - a. Mark Podrazik from B&A went over the Assessment Work Group's progress. They are focusing on the SIS supplemental questions and a cost analysis is underway to determine the costs of a 3<sup>rd</sup> party to do the SIS versus internal staff and the pros and cons of each. The Assessment subcommittee was going to meet again on Nov. 9 and the full Workgroup will meet next on Dec. 2.
3. Comments and suggestions about the Provider Survey
  - a. B&A realizes that not every agency will have the detailed information being requested on the provider survey. The survey will go out to every DD agency and they should complete the information for only the services they provide.
  - b. Discussion about direct care supervisory hours, don't want direct care costs to appear lower than actual. Most supervisors have to do mandated direct care support hours.
  - c. Given the current economy, turnover is not what it has been since there are no jobs for people to leave for. Historically turnover rate has been 20-30%. There will be fields added to allow for entry of historical turnover rates.
  - d. Will add # of FTE's as a column for each program but will allow space for each agency to define what is full-time or part-time.
  - e. Discussion of paid time off/earned time off—will be defined as “if agency is paying employee and they are not working, then this is PTO”.
  - f. Discussion on holidays, e.g. paid holidays off and worked holidays. Paid working holidays will be included in the Overtime column. Paid holidays off will appear in the PTO column.
  - g. Supervisory and Non-Supervisory Nursing lines will be combined.
  - h. Different rates need to be accounted for staff in sleep time vs. awake time staffing.
  - i. B&A will use the cost report's Schedule A to obtain SLA information since SLAs are not hourly and are paid on a 1/12<sup>th</sup> schedule that are set within the levels. All data requests for SLA information will be removed from the survey.
  - j. Workshop is being removed from Schedule 4, as is Job Developer as a separate staffing category.
  - k. For Administrative definitions, agencies will continue using the ones from the Certification Document that are applied in the cost reports so the numbers will tie

- l. Will not ask health insurance questions, just modify FTE question to add “are full-time/part-time staff eligible or not for health insurance”.
- m. It was discussed and agreed that Schedule 6 does not tie back to Schedules 2-5 in any way.
- n. A question will be added to answer Yes or No if agency’s employees are covered by a collective bargaining unit. This will help to trigger if these agencies are on the low end of hourly wages or on the high end of fringe benefits.
- o. Field to allow amount of self-insured unemployment costs will be added.
- p. The new unemployment insurance rate to take effect in Jan 2011 will be asked.
- q. In Schedules 8-13, the word “Productivity” is being removed from the title.
- r. In Schedule 9, SLAs are being removed from the title.
- s. A suggestion was made to add instructions in the comment boxes of cells in the survey.

### **Action Items:**

1. Mark Podrazik to make all edits suggested by Workgroup to bring to the next meeting.
2. The remainder of the survey instrument (Schedules 9-13) will be discussed at the next meeting.
3. A meeting needs to be set up to provide training to agencies that have not been participating in the Workgroup.

### **Index Card Questions/Comments/Suggestions:** None

### **Future Meetings Scheduled:**

- Meeting #5      11/17/10 9:00 AM - 12:00 PM Barry Hall Room 126  
To discuss the instructions that accompany the provider survey and to review with staff that would be completing the survey.
- Training Session      TBD (not a standard Workgroup meeting scheduled)
- Meeting #6      1/6/11    9:00 AM - 12:00 PM Barry Hall Room 126  
To discuss the findings from the survey and to compare this information to market-based benchmark data and to begin gaining feedback on rate model development.
- Meeting #7      1/13/11   9:00 AM - 12:00 PM Barry Hall Room 126  
To continue discussions on specific rate models.